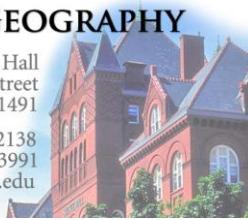




## DEPARTMENT OF GEOGRAPHY

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### UW-MADISON DEPARTMENT OF GEOGRAPHY CRITERIA FOR SATISFACTORY PROGRESS Adopted November 14, 2011

*From the Graduate School: (<http://www.grad.wisc.edu/education/acadpolicy/guidelines.html#155>)*

#### **Satisfactory Progress**

*Continuation in the Graduate School is at the discretion of a student's program, the Graduate School, and a student's faculty advisor.*

*The Graduate School sets minimum standards that all graduate students in the university must meet. Many departments and programs have additional requirements that exceed these Graduate School minimum requirements. The definition of satisfactory progress varies by program. The Graduate School Catalog, [grad.wisc.edu/catalog](http://grad.wisc.edu/catalog), includes the Graduate School's minimum degree requirements and each program's minimum criteria for satisfactory progress.*

*The Graduate School requires that students maintain a minimum graduate GPA of 3.00 in all graduate-level work (300 or above, excluding research, audit, credit/no credit, and pass/fail courses) taken as a graduate student unless probationary admission conditions require higher grades. The Graduate School also considers Incomplete (I) grades to be unsatisfactory if they are not removed during the subsequent semester of enrollment; however, the instructor may impose an earlier deadline.*

*A student may be placed on **probation** or suspended from the Graduate School for low grades or for failing to resolve incompletes in a timely fashion. In special cases the Graduate School permits students who do not meet these minimum standards to continue on probation upon recommendation and support of their advisor.*

*Most programs require satisfactory progress to continue guaranteed funding support.*

#### **Five-Year Rule**

*Students have five years from the date of their preliminary examination to take their final oral examination and deposit their dissertation.*

#### **Department of Geography Requirements**

The Department expects graduate students to progress through a sequence of benchmarks within prescribed time periods. These benchmarks constitute a reasonable rate of accomplishment for full-time students holding teaching or research appointments. We recognize that individual circumstances vary, and not all students progressing toward their academic goals will hit the benchmarks exactly. Thus a student's progress is considered unsatisfactory only after a period of time elapses following an unmet benchmark. A student not making satisfactory progress is placed on probation. Benchmarks and triggers for probationary status are shown in the following table. Note: Semesters with no enrollment are excluded in computing elapsed time.

	Expected Progress	Unsatisfactory Progress
<b>Geography M.S. Students</b>		
M.S. Completion	End of 4 <sup>th</sup> semester	12 <sup>th</sup> week of 5 <sup>th</sup> semester
<b>PhD Students</b>		
M.S. Completion	Start of 1st semester	12 <sup>th</sup> week of 1 <sup>st</sup> semester
Breadth Requirements	End of 2 <sup>nd</sup> Semester	End of 4 <sup>th</sup> semester*
General Prelim Exam	Start of 5 <sup>th</sup> semester	N/A†
Dissertator Status	End of 6 <sup>th</sup> Semester	End of 8 <sup>th</sup> semester*

\* Can be determined at 12<sup>th</sup> week

† The standard expectation is that general prelims will be completed by the start of the 5<sup>th</sup> semester, but in practice wide variation exists and therefore no benchmark for unsatisfactory progress is set.

A student's annual degree plan will inform him/her of any looming benchmarks. The graduate program director will provide formal notification if a student enters probationary status. The consequences of unsatisfactory progress are as follows:

- a) The student is required to submit a plan for completion of the relevant benchmark(s) and remaining program requirements by the start of the following semester. This plan requires approval of the student's advisor and the Graduate Studies Committee. A hold will be placed on enrollment until the plan is approved.
- b) Unless a funding guarantee is active, the student will have a lower priority for departmental funding than students in good standing. That is, everything else being equal, a student in good standing will be appointed before a student on probation.
- c) Funding guarantees will lapse for: (i) Ph.D. students admitted from other departments who have not completed the M.S. by the 12<sup>th</sup> week of their first semester, and (ii) UW-Geography students transitioning from the M.S. to Ph.D. who have not completed their M.S. by the 12<sup>th</sup> week of their 5<sup>th</sup> semester. In either case the guarantee will not resume until the academic-year semester that follows the academic-year semester in which M.S. requirements are met prior to its twelfth week. During the lapse period the student will have a lower priority for funding as explained in (b) above. Any university support provided to the student during the lapse period will count against contract duration.
- d) If a student is on probation for 4 consecutive semesters s/he will not be allowed to continue in the program.

A student remains on probation until the benchmark is met. In the case of late M.S. completion future benchmark dates are adjusted accordingly. For example, all Ph.D. benchmarks would advance two semesters for a UW-Geography student who finishes the M.S. in the 6<sup>th</sup> semester.

Students may request exceptions for extenuating circumstances by contacting the Graduate Studies Committee. Students wishing to appeal a Committee decision should first request reconsideration by the Committee, and then the Department Chair (if necessary), and finally the Graduate School as a last resort.

This policy will be in effect for students entering the graduate program in Fall 2012. Current students and those who enter prior to Fall 2012 will be reviewed under this policy starting in Fall 2013.